

Virginia Department of Education

Preparing for a Monitoring Visit for Title IV, Part B: 21st Century Community Learning Centers



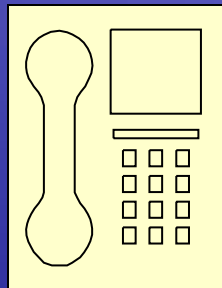
Presentation

21st CCLC

Spring Institute

March 13, 2013

Upcoming Audio Conference



March 26

2:00

Why Monitor?

- Federal government requirement
- Need for continuous improvement
- Compliance with reporting requirements
- Early identification of promising practices
- Opportunity to share experiences
- Identification of needs for technical assistance
- Financial accountability

Recipients Participating

- Year 1 (Cohort 11)
- Year 2 (Cohort 10)
- Promising Practices
- 54 Total

Location of the Federal Program Monitoring Protocol

21st CCLC Web site
(resources)


http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml



http://

VDOE Website

[Virginia.gov](#) [Online Services](#) | [Commonwealth Sites](#) | [Help](#) | [Governor](#)

 **VIRGINIA DEPARTMENT OF EDUCATION**

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TITLE IV

 **PART B: 21ST CENTURY COMMUNITY LEARNING CENTERS**

The 21st Century Community Learning Centers (Title IV, Part B) program supports the creation of opportunities for academic enrichment during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local standards in core academic subjects, such as reading and mathematics; offers students enrichment activities that complement regular academic programs; and offers literacy and other educational services to the families of participating children.

VDOE funds, through a competitive process, projects that provide significant expanded learning opportunities for children and youth, and that will assist students to meet or exceed state and local standards in core academic subjects.

2013-2014 Competitive Grant Program

Application Process

All 21st CCLC grants are awarded on a competitive basis. The deadline for submitting applications is April 26, 2013. VDOE will give priority to applications that meet any or all of the following criteria:


- Joint applications between at least one school division and at least one public or private community organization;
- Propose to serve students in schools that either are Priority Schools, Conditionally Accredited Reconstituted or Accreditation Denied for the 2012-2013 school year;
- Proposals to serve students in middle or high schools; or
- Proposals to serve students who attend schools with free and reduced-price lunch eligibility of 75 percent or greater.

Application documents:

- [Request for Proposals \(RFP\) for 21st Century Community Learning Centers Competitive Grant Program](#) – Superintendent's Memo #052-13

Federal Programs

ELEMENTARY & SECONDARY EDUCATION ACT (ESEA)

 **MAIN MENU**

ESEA Flexibility

Title I: Improving the Academic Achievement of the Disadvantaged

Title II: Preparing, Training & Recruiting High Quality Teachers & Principals

Title III: Language Instruction for Limited English Proficient & Immigrant Students

Title IV: 21st Century Schools

Title V: Promoting Informed Parental Choice & Innovative Programs

Title VI: Flexibility & Accountability

Title VII: Indian, Native Hawaiian & Alaska Native Education

Title VIII: Impact Aid Program

Title IX: General Education

2012-2013 Program Monitoring Protocol

The protocol focus areas include the following:

- 1. Operational Information**
- 2. Grantee Compliance Requirements**
- 3. Continuation Application**

Protocol Design

Grantee Compliance

Requirement	Documentation	Is sufficient documentation provided?
37 Specific Areas	Multiple Array of Opportunities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments:</u>

Protocol Design

Title IV-B On-Site Monitoring Report

Requirement	Documentation	Requirement Met?
11. The grantee expends 21 st Century funds according to the original grant application (or approved amendments).	<ul style="list-style-type: none"> Budget expenditures / Financial summary reports Budget change requests/amendments Purchase invoices Time and effort worksheets 	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. The grantee maintains documentation for materials and equipment purchased with 21 st CCLC funds.	<ul style="list-style-type: none"> Purchase orders/invoices Inventory List of nonconsumables 	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Appropriate documentation for employees of the grant program is maintained.	<ul style="list-style-type: none"> Staff timesheets Time and effort worksheets Background check and citizenship documents (Signed statement certifying completed for all staff) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Observation and review of records indicate the grant recipient is using grant funds to supplement and not supplant existing school division services.	<ul style="list-style-type: none"> Original RFP application budget narrative Continuation application budget narrative Reimbursement requests 	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. The program works in genuine collaboration with at least one partner to implement program services. Partners provide services in accordance with the original grant application (or approved amendments).	<ul style="list-style-type: none"> Agreements/MOUs/Contracts Documentation of Services/activities Meeting minutes/summaries 	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. The grantee completes the federal 21 st Century Profile and Performance Information Collection System (PPICS) and participates in the state monitoring and evaluation process as required and according to established deadlines.	<ul style="list-style-type: none"> Section II data Completed PPICS/state monitoring and evaluation instruments 	<input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE ENTER THE ITEM NUMBER AND COMMENTS FOR AREAS OF CONCERN ON THIS PAGE.

Item #

Comments

37 Reporting Statements

- ✓ Safety / Security
- ✓ Students
- ✓ Sustenance
- ✓ Sustainability
- ✓ Supplanting



Continuation Application

Virginia Department of Education
21st Century Community Learning Centers Grant
Title IV, Part B, of the *Elementary and Secondary Education Act of 1965*
(ESEA)

Applicant:

0

School(s)

0

CONTINUATION APPLICATION 2013-2014

Due Monday, March 25, 2013

Submit **one original signed hard copy of cover pages one and two of this application to the mailing address listed below. Also send an electronic file containing this completed Excel file application**, either on a compact disc (CD), flash drive, or by e-mail to 21stContinuation@doe.virginia.gov by Monday, March 25, 2013. Do not submit a hard copy of the entire application. By affixing the signature(s) to page one of the cover page, the applicant certifies all information contained in the electronic file submitted.

SEND A SIGNED HARD COPY OF COVER PAGES ONE AND TWO
(to the address below) TO:

Regions 3, 4, 5, and 7

Duane C. Sergent
(804) 371-2929

Duane.Sergent@doe.virginia.gov

Regions 1, 2, 6, and 8

Chris McLaughlin
(804) 225-2901

Chris.McLaughlin@doe.virginia.gov

Monitoring Logistics



- Monitoring will take place in March, April, and May of 2013.
- VDOE consultants will contact grant coordinators to schedule the monitoring visit.
- The monitoring will be conducted by consultants representing the Office of Program Administration and Accountability.

Preparation for Monitoring Visit

Phase 1: Before the Visit

- Prepare responses to requirement indicators.
- Gather electronic or hard copy evidence for each indicator.



Preparation for Visit

Phase 2: On-site Procedures

- **Develop a schedule for the monitoring visit with the monitor.**
- **Coordinate in advance if more than one grantee representative needs to be on-site for the interview.**
- **Provide a location for state and grantee representatives to meet.**

Monitoring Visit

Phase 3: Follow Up

Provide documentation as requested by VDOE staff.



Notification of Compliance

Following the visit, divisions will receive a letter indicating whether the division was in full compliance, or whether there are areas of non-compliance.



Monitoring Summary

- Most items are addressed in advance by the local grant coordinator working with the state Title IV specialist assigned to the division.
- Recent history shows that most grantees have no monitoring findings.
- When findings are found, they are usually corrected either on-site or shortly thereafter.

Monitoring Summary

- **Program monitoring is an opportunity for grantees to showcase their programs.**
- **Monitoring typically results in on-site technical assistance.**
- **The preparation and organization displayed by the grantees have been stellar.**

Questions



Contact Information

Chris McLaughlin

Title I, Part A

***Improving Basic Programs Operated by
Local Educational Agencies***

Title IV, Part B

21st Century Community Learning Centers

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